

Appendix E : Instructor Information

Target Audience

The target audience for this FEMA training is the State Energy Monitors. The State is responsible for the rollout to the CAGs in conjunction with the existing Weatherization Assistance Program (WAP) course.

Course Duration

The course content requires about six and a half-hours if all four hazards are included. Breaks and lunch are in addition. Explanation of time shown in left column.

Class Size

There will be a maximum of 20 students per class to encourage maximum participation and discussion with practice and feedback.

Instructor/Facilitator Qualifications

Instructors must be knowledgeable about various kinds of risks to homes posed by flood, wind, earthquake and fire as well as appropriate mitigation measures for those risks and be skilled facilitators. They should also know how to determine the relative risks for each of the targeted natural hazards and be able to identify potential hazards and appropriate mitigation measures. During training, monitors need to tell the CAG inspectors the base flood elevations of the properties they will be inspecting.

Before delivering training to the CAG inspectors, monitors need to find out various kinds of information, such as what kinds of hazards may be present for the locality and homes to be inspected, what building codes apply, and what permits are needed (if any). See below for a complete checklist of the applicable issues and required information.

Course Structure/Strategy

The course uses a facilitator to lead participants through skills such as how to determine the relative threats from flood, wind, earthquake and wildfire for their local area. Although the course content includes four major hazards, State Energy Monitors training CAGs may omit sections according to local needs.

Participants will learn to read a Flood Insurance Rate Map (FIRM) and use maps illustrating risks from wind, earthquakes and fire as well as use the Action Checklist, which may be a job-aid during and after inspections.

Interactive discussions and exercises will challenge participants to identify hazards and appropriate mitigation measures for protecting life, enhancing safety and reducing potential damage to a home. The practice exercises use visuals that show conditions

participants may encounter during inspections. Participants are encouraged to use their existing knowledge, common sense and initiative.

Learning assessments verify that Inspectors are able to identify the relative risks of natural hazard events and recognize the risks they pose to a home. There are also assessments of participants' abilities to calculate the costs of appropriate mitigation measures, assess how to integrate the WAP and other possible resources, and how to maximize the effectiveness of the program for the homeowner. Unit and cumulative reviews reinforce the content.

Course Materials

Course materials include:

- The *Hazard Identification and Mitigation Training Manual*
- The Action Checklist
- The National Cost Codes Handout
- Guide to Flood Maps, FEMA 258/May 1995
- Flood Rate Insurance Maps (FIRM) for this locality – one for each participant and facilitator
- Detailed earthquake zone map for this locality, as needed
- 1 Easel and pad
- Magic markers
- Pens
- Highlighters
- Name Tags and Name Tents for each participant and facilitator
- Tables/chairs

Issues for Instructor to resolve before training:

1. What kinds of hazards threaten the locality and homes to be inspected, and their relative risks
2. What building codes apply, and what permits are needed (if any)
3. Estimated local costs for implementing the proposed mitigation measures
4. The minimum standards for materials for work being recommended (Inspectors' recommendations must be for mitigation, not beautification.)
5. What monies are available from various sources to fund the mitigation measures, especially donations of money and/or materials? What, if any, limitations are there on their use?
6. Is there an expected average amount an Inspector can spend on mitigation measures for each home? If so, what are the guidelines from the WAP Administrator?

7. How much leeway does an Inspector have to exceed that expected average, by what amount(s), and what substantiation/justification is required?
8. Should Inspectors recommend mitigation measures for houses in the floodplain/coastal barrier areas, or will they be excluded? If they are included, will they have special treatment, such as more/less funding, only funding for flood mitigation measures, or something else?
9. Will money be used for mitigation measures to a home if its risk from a potential disaster is only medium or low when many other homes in the area have only high risk, and all the available money could be spent on those high risk homes?
10. Will the emphasis be on meeting the needs/doing something for every resident whose home is inspected or doing more for the homes at greatest risk?
11. Talking to the homeowner:
 - How much information about the recommendations should the Inspector provide?
 - How much additional information to provide about the NFIP, such as the current cost of premiums in your locality

Specific Data:

- Base flood elevations of the homes Inspectors will be assessing
- Local building codes and required permits
- Local costs of materials and labor